Pharmaceutical Regulatory Information System (PRISM)

Internet – Mapping of HSA Pin users to CT Protocol No Module

User Manual

Version 1.1 (October 2008)

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REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	March 2008	First Release	NCS PRISM Team
1.1	October 2008	Change in Screen Captures	HSA-CTB

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1 Introduction

Purpose

The purpose of this user manual is to ensure that all nominated application users will be proficient in the use of the online application system.

Scope

The scope of the manual is to provide information on the use of CRIS Administrator function - Mapping of HSA Pin users to CT Protocol No.

Overview

This document provides brief details on the standards and guidelines that a user should adhere to in doing mapping of HSA Pin users to CT Protocol No. It divides the application procedure into sections and provides the brief guidelines for each of them.

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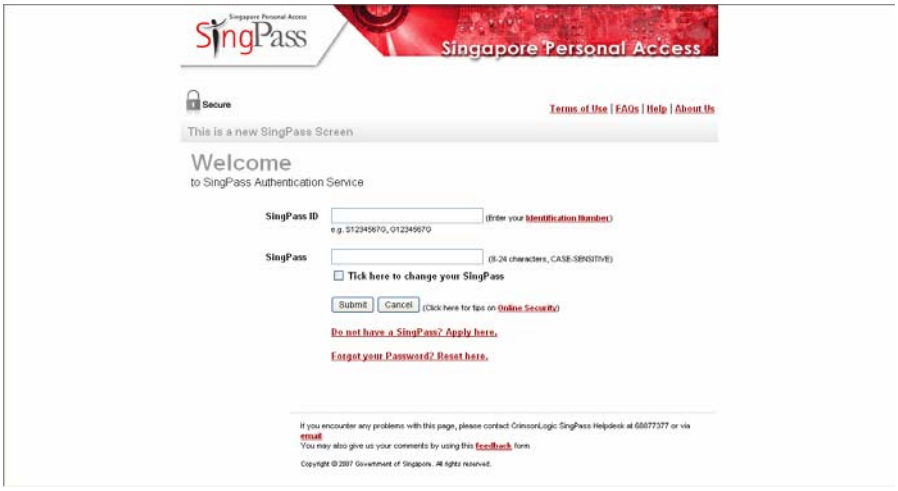
2 Function

2.1 Mapping of HSA Pin users to CT Protocol No

Steps:
1) Only CRIS administrator can access this module
2) Please access the following URL (**DO NOT** click on link, please copy the URL to address bar of browser)

http://eservice.hsa.gov.sg/osc/portal/jsp/AA/process.jsp?eService=191



2.1.1 Login

1) Fill in your SingPass ID and password and click the **Submit** button.
2) The predefined roles of the users, comprising of drafter, submitter, CRIS administrator, counter staff, will be verified against the CRIS authorisation.
3) Upon successful authentication, a page will be shown for the applicant to select the company.

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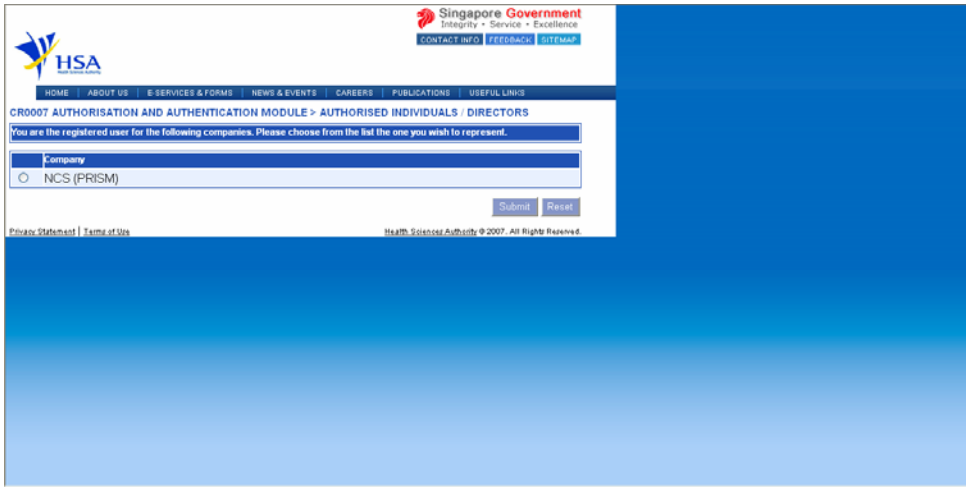

4) Select the specific company and click the **Submit** button.

5) The Terms and Conditions page will be shown. The application user is required to read the Terms and Conditions before indicating accept or reject. If the **Accept** button is clicked, the user will be able to proceed with the eService. If the **Cancel** button is clicked, the page will be re-directed to the HSA homepage.

Singapore Government
Integrity • Service • Excellence
CONTACT INFO
FEEDBACK
SITEMAP
HSA
HOME
ABOUT US
E-SERVICES & FORMS
NEWS & EVENTS
CAREERS
PUBLICATIONS
USEFUL LINKS
CR0010 AUTHORIZATION AND AUTHENTICATION MODULE > TERMS AND CONDITIONS
Terms and Conditions of Use
Updated as of 19/01/2005
By accessing this website and these electronic services, you shall be deemed to accept unconditionally and without any amendments the following terms:-
1. You are responsible for all usage/access authenticated by your SingPass and/or HSA PIN (where applicable).
2. The information/materials/contents contained in the HSA website are protected by copyright, trademark and other forms of proprietary rights. All rights, title and interest in the same are owned by, licensed to or controlled by HSA.
3. You shall therefore not reproduce, transmit or distribute in any way, the information/materials/contents of the HSA website without HSA's prior written consent.
4. You may not set robots, crawlers, software agents or any other agents and/or devices to retrieve data from the HSA website or database.
Accept
Cancel
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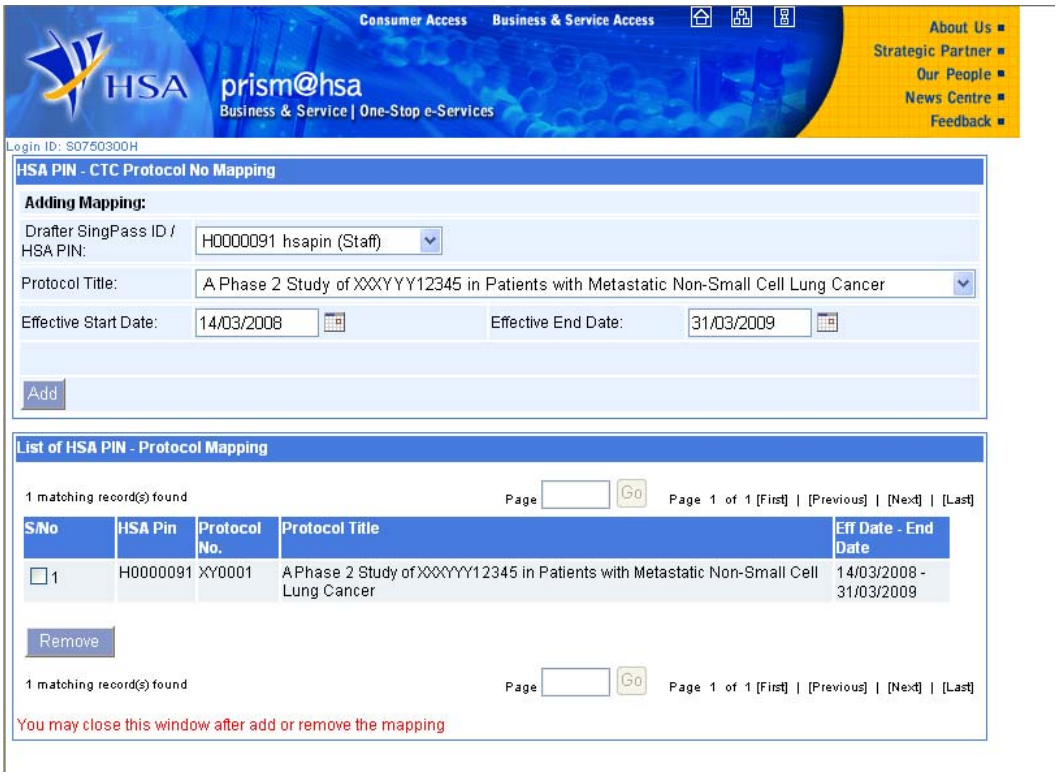
2.2 Form of Mapping of HSA Pin users to CT Protocol No



This section shows the list of existing mapping of HSA Pin and Clinical Trial Protocol Number. If the HSA Pin user or SingPass user with drafter role is mapped to a Clinical Trial Protocol, the Clinical Trial Protocol Number will appear in the dropdown list in the Introduction page of CT Expedited Safety Report application form although it was not drafted by him or her previously.

To Add Mapping

1) Select a Drafter SingPass ID or HSA Pin number
2) Select a Protocol Title
3) Select a Effective Start Date and Effective End Date
4) Click on **Add** button.
5) The new mapping is added to the list at the bottom of page.

To Remove Mapping

1) Select a or more existing mapping by clicking the check box
2) Click on **Remove** button.

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